



2006 Wall of Fame Nomination Guidelines

What is the Wall of Fame?

The Wall of Fame recognizes exemplary employees for their dedication, innovation, customer service, and professionalism. You select the honoree(s) and we publicly recognize them at the annual conference.

When and where will the honorees be recognized?

On **Tuesday, August 15, 2006**, honorees will be introduced at the Recognition and Awards Banquet in **Bellevue**. The event will be held during the 30th Anniversary Public Transportation Conference & Expo. Honoree photos and achievement descriptions will be prominently displayed on the Wall of Fame exhibit during the three-day conference.

How many honorees may we recognize?

Individual Honors

Each agency* may submit up to two employees. Individual honorees may also be a member of a team.

Team Honors

Each agency* may submit one team. A team must consist of at least two persons. For more than 10 team members, please contact the Conference Coordinator at (360) 705-7911.

** For the purpose of Wall of Fame selections, an agency may submit two individuals and/or one team from each county in which it has separate operating agreements. For example, People For People operates in several counties and may submit two individuals and/or one team for recognition for each county.*

What information do we need to provide?

Complete the attached Wall of Fame Entry Form including:

Part A. Agency/Honoree Information

Part B. Achievement descriptions for each honoree and/or team

Part C. One 5"x7" digital color portrait for each honoree and/or team

Whom should we honor?

The decision is yours. Past Wall of Fame honorees have been recognized for being conscientious, dedicated, and innovative. Honorees demonstrate leadership and a can-do attitude. They may be the Operator of the Year or a great addition to the team. Team members have been recognized for improving communications, cutting costs, reducing customer complaints, managing successful promotional campaigns, or working together to improve a process. Individuals and/or team members are employees you would like to publicly recognize. The process for selecting your Wall of Fame honoree(s) is up to you!

Who will notify honorees of their selection?

Please notify honorees of their selection and encourage their attendance at the Wall of Fame Recognition Banquet. We will send all correspondence to the agency contact person listed on the Wall of Fame Entry Form.

How do we pay for our Wall of Fame recipients?

There is no charge for entering honoree(s) in the Wall of Fame—only a charge for registering your honoree(s) for the Awards Banquet. Honorees are encouraged to participate in both the Awards Banquet and the entire conference and are charged the same rate as other conference guests. Please register your Wall of Fame recipient(s) and their guests online at [www.wsdot.wa.gov/transit/conference]. The preliminary agenda (including the registration form) will be mailed to your agency in May.

When are the entry forms due?

Send the completed Wall of Fame Entry Form including photo(s) and description(s) by **Wednesday, June 21, 2006**, to:

Patsy Nedrow
WSDOT PT&CO
PO Box 47387
Olympia, WA 98504-7387

What if I have additional questions?

For Wall of Fame information, please contact Patsy Nedrow at (360) 705-7916 or [nedrowp@wsdot.wa.gov].

Where can I find information about the conference?

For information about the 30th Anniversary Public Transportation Conference & Expo, visit our web site at: [www.wsdot.wa.gov/transit/conference].